

DEPARTMENT OF ENERGY
PRINCETON SITE OFFICE

BUSINESS MANAGEMENT PROCEDURE

PROCEDURE 1-1

PSO ORGANIZATION AND HIERARCHY OF DOCUMENTS

REVISION 6

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Date Issued: MAY 2006

| ANNUAL REVIEW | |
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STOP WORK AUTHORITY: When an unsafe or unhealthy condition or an adverse impact to the environment is observed, all PSO staff have full authority to stop work. See PSO Procedure 3-11 for implementation.

ORGANIZATION AND RESPONSIBILITIES

1.0 PURPOSE

To define the Princeton Site Office (PSO) organization and hierarchy of documents which assign responsibilities to the PSO staff members.

2.0 SCOPE

This procedure defines the PSO organization and hierarchy of documents that assign responsibilities to PSO personnel for meeting mission objectives.

3.0 RESPONSIBILITIES AND AUTHORITIES

3.1 Manager, Princeton Site Office

The Manager, PSO is responsible for assuring that a current PSO Annual Plan is developed and meets with the approval of the COO (Chief Operating Officer), SC that serves as a baseline statement of purpose for the Princeton Site Office. This Annual Plan will be reviewed, at least annually; to assure that it is current and consistent with DOE and CH requirements and priorities.

3.2 PSO Staff

The PAO staff is responsible for incorporating into PSO Procedures the full range of activities required to assure effective and efficient execution of the mission as assigned by the Manager, PSO.

4.0 PROCEDURE

Assignments of responsibilities will be based on a number of factors including available skills and experience and workload balance. Where employee training and development needs are identified, these will be addressed in accordance with procedures defined in PSO Procedure 1-3, Employee Training Program and Individual Development Plans.

At least on an annual basis, these assignments will be reviewed with PSO staff to assure they are current and completed, and reflect the most optimum use of human

resources. Input from PSO personnel will be sought in this process. Assignments of responsibility will be documented in staff position descriptions and in internal PSO management planning documents.

The PSO Annual Plan and organization charts will be officially transmitted to appropriate organizational elements at DOE Headquarters (principally OFES); DOE Operations Office, Chicago; and to the Management and Operating Contractor.

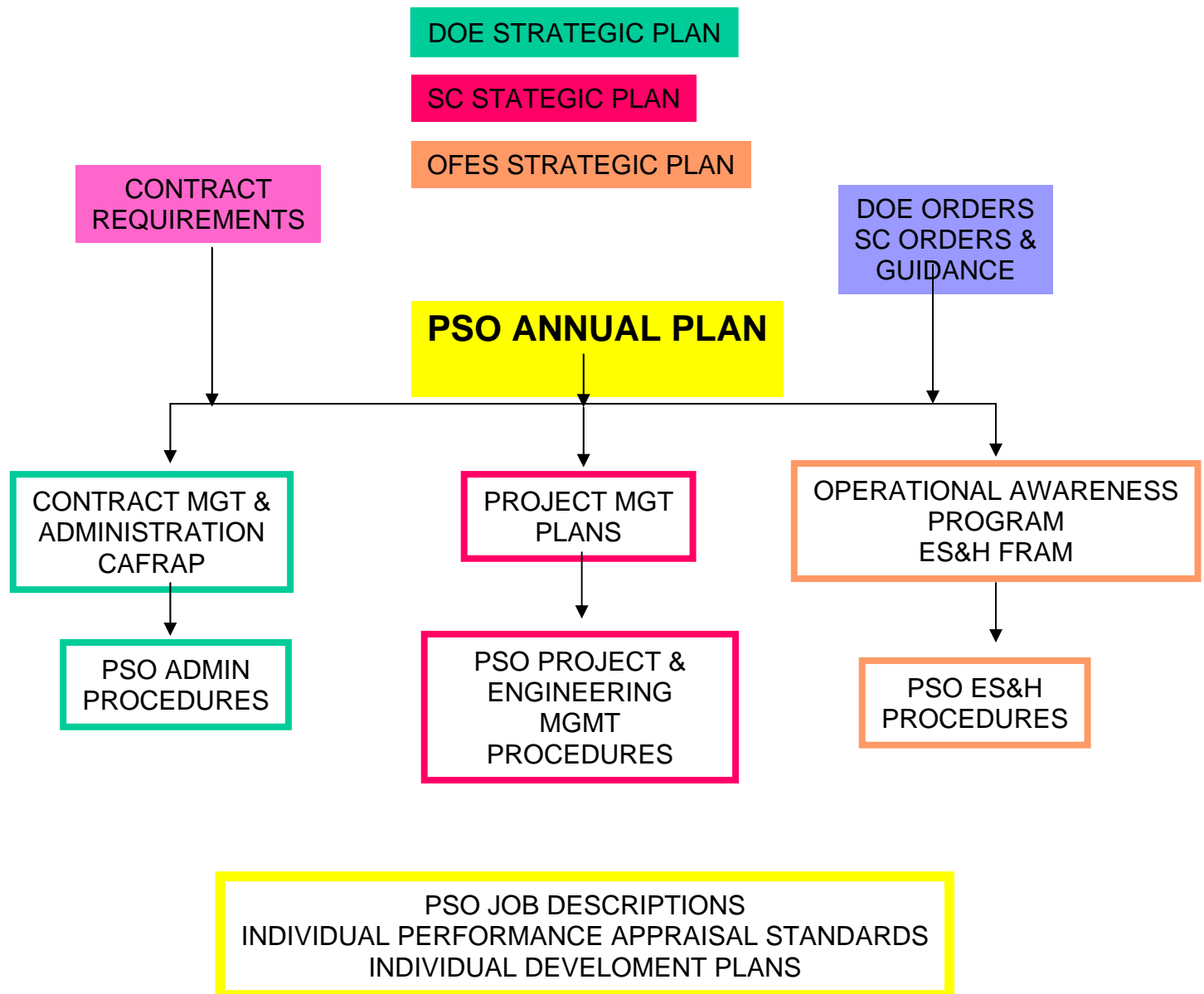
- Appendix 1 outlines the PSO system of documents and outlines the hierarchy of these documents.
 - a. The PSO Business Management Team will write and maintain the PSO CAFRAP (Contract Administration, Functions, Responsibilities and Authorities Procedure) and PSO Administrative Procedures.
 - b. The PSO Project and Engineering Management Team will issue procedures consistent with project management plans and applicable DOE Orders.
 - c. The PSO Environment, Safety & Health Team will issue procedures consistent with the PSO ES&H FRAM (Functions, Responsibilities, and Authorities Manual).
 - d. These PSO Procedures include policies, processes, and guides, as appropriate, for conducting operational awareness, contract management, training of personnel, and adequate tracking the status of findings identified during operational awareness, project management, and contract administration.
 - e. Appendix 1 shows that the highest level document is the PSO Annual Plan. The PSO Annual Plan discusses the overall role and mission of PSO. The PSO Functional Responsibilities and Authorities Manual and the Project Management Plans discuss, assign individual PSO staff with the authority and responsibilities to accomplish what is required by higher level requirements. The PSO Procedures outline the methods and processes that PSO uses to accomplish its mission.
- Appendix 2 outlines the PSO Organization structure. The PSO has a structure that is intended to compliment and support its Business Plan.

5.0 REFERENCES

- PSO Annual Plan
- PSO Procedure 1-2, Development and Control of Princeton Site Office Procedures

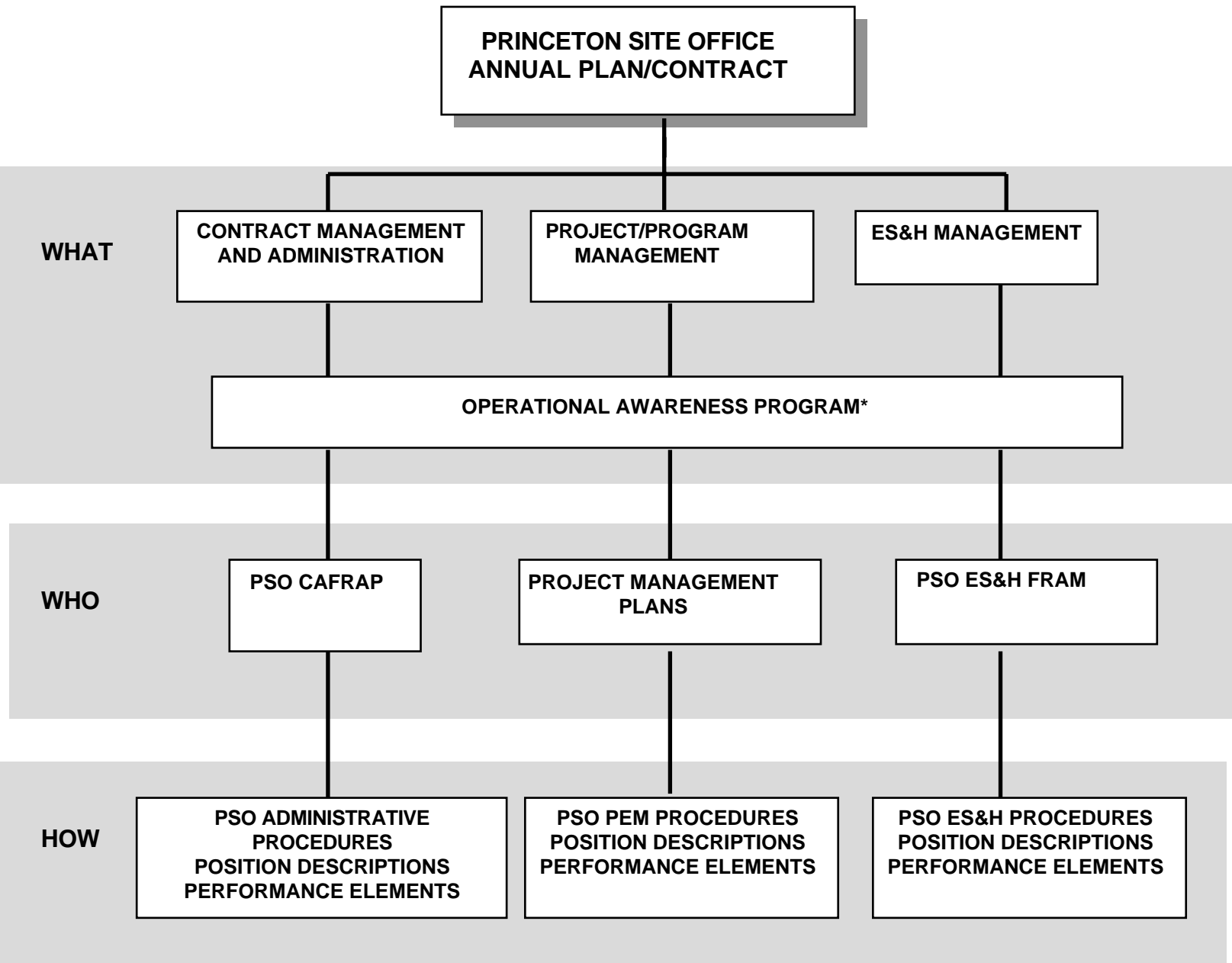
- PSO Procedure 1-3, Employee Training Program and Individual Development Plans

APPENDIX 1

PSO HIERARCHY OF DOCUMENTS

APPENDIX 1

PSO HIERARCHY OF DOCUMENTS



*For purposes of the document, other activities performed by the facility groups beyond operational awareness are not included.

APPENDIX 2

DOE – PRINCETON SITE OFFICE (PSO) ORGANIZATION CHART

MANAGER'S TEAM

Manager
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Administrative Assistant
Sarah T. Stines

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BUSINESS MANAGEMENT TEAM

Business Management
Team Leader
Raymond M. Kimble (CO)
(Lead Contract Specialist)

Financial Specialist
Brian Bozarth

Contract Specialist
Sarah Lawson

Contract Specialist
Kim Tafe

ENVIRONMENTAL, SAFETY, & HEALTH TEAM

ES&H Team Leader
Leif L. Dietrich
(Lead Nuclear Safety Engineer)

Health Protection Specialist
Deborah A. Niemenski

Environmental Engineer
H. Allen Wrigley

PROJECT AND ENGINEERING MANAGEMENT TEAM

PE&M Team Leader
Gregory E. Pitonak, PE
(Lead General Engineer)

General Engineer
Jeffrey Makiel

General Engineer
Anthony Indelicato